



## **BEHAVIOR MANAGEMENT POLICY**

In keeping with our program goals, we encourage fun for all of our participants; however, certain rules are necessary to ensure everyone's safety and enjoyment.

### **BEHAVIOR**

All participants are expected to exhibit appropriate behavior at all times. The following guidelines have been developed to help make programs safe and enjoyable for all participants. Additional rules may be developed for specific programs as deemed necessary by the Park District.

The Park District insists that all participants comply with a basic behavior code. All participants shall:

1. Show respect to all participants, staff, and volunteers. Participants should follow program rules and take direction from staff.
2. Refrain from using abusive or foul language.
3. Refrain from threatening or causing bodily harm to self, other participants, and/or staff.
4. Show respect for equipment, supplies, and facilities.
5. Not possess any weapons, except in instances where equipment is needed for participation in the program, such as trapshooting and archery.
6. Uphold the rules, regulations, and policies of the Naperville Park District.

### **REQUESTS FOR SPECIAL ACCOMMODATIONS**

Upon registration or entry into the program, the parent/guardian should provide information to the Park District regarding any special accommodations needed for the participant. If any of these special accommodations are behavior related, the parent/guardian should provide further information about any behavior modification programs in place at school or home. Attempts will be made to utilize these in the program.

## **DISCIPLINE**

A positive approach will be used regarding discipline. The Park District reserves the right to suspend or remove a participant whose behavior endangers their safety or others. Each situation will be evaluated on its own merit.

The actual progressive discipline that results will be determined on a case-by-case basis and will depend on the seriousness of the behavior. The progressive discipline steps generally will be followed, but under certain circumstances may be accelerated or repeated.

## **PROGRESSIVE DISCIPLINE STEPS**

1. Verbal warning and explanation of behavior. The first time inappropriate behavior occurs, the parent/guardian will be notified by phone, or at the time of pickup from the program on the day of the incident. If the behavior occurs again on the same day, the parent/guardian may be called to come and remove the child from the program for the remainder of day.
2. Supervised time-out (an average of 1 minute x child's age).
3. A suspension from the program for a designated time period. When determining the timeframes of suspension, the Park District will consider the severity of the actions; the length of the program or activity; any past behavior issues with the individual; and willingness to improve their inappropriate behavior.
4. Dismissal from the program or activity. If inappropriate behavior persists or the behavior disrupts a program, removal from the program or activity may be necessary. Once again, the Park District reserves the right to dismiss a participant whose behavior endangers his or her own safety or the safety of others.

If a participant receives a time-out or a suspension, the counselor, instructor, or supervisor of the program will complete a Participant Conduct Report. The parent/guardian will be notified of the inappropriate behavior and the participant and parent/guardian must sign the report prior to returning to the program. A Participant Conduct Report may also be completed for behavior that results in a verbal warning or supervised time-out from the activity.

Communication between staff, the participant, and the parent/guardian will be ongoing regarding any further incidences of inappropriate behavior. The Park District may explore

with the participant or parent/guardian other options to address inappropriate behavior, such as:

1. Transfer to another program where inappropriate behavior may be less prone to occur.
2. Limited/reduced timeframe that participant is allowed to attend the program.

Appeals by the participant and/or their parent/guardian for the disciplinary action taken should be directed to the Program Manager.

**ORDINANCE 641**

This policy works in conjunction with Park District Ordinance 641: An Ordinance Regulating the Parks and Property Owned or Controlled by the Naperville Park District; also known as the Conduct Ordinance. A copy of Ordinance 641 is available on the Naperville Park District website at [www.napervilleparks.org](http://www.napervilleparks.org)